

USAID POSITION ADVERTISEMENT [NCA-257]

Position: **Project Management Specialist (Climate Change Adaptation)**
Grade: **FSN-11**
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**
Opening Date: July 24, 2014
Closing Date: August 8, 2014
Work Hours: **Full time; 40 Hours/week**
Salary Scale: (RD\$1,277,789.00 – 2,044,464.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Project Management Specialist (Climate Change Adaptation) position in the Climate Change Office (CCO).

Basic Functions

The incumbent serves as a Project Management Specialist in the Climate Change Office (CCO), which is the technical office responsible for implementing the mission's development objective related to climate change adaptation. The Specialist supports the management and coordination of activities within the USAID Climate Change Adaptation program; represents USAID in working-level meetings, and, at that level, speaks and/or makes presentations on behalf of the Agency; advises superiors on the implications of political, social, economic, and scientific developments on the climate change program; establishes and maintains senior-level contacts on behalf of USAID with the Government of the Dominican Republic (GoDR), the private sector, other donors, non-governmental organizations, universities, and research institutions; assists Mission Management, the Office, and visiting officials in public meetings, events, field trips, and discussions with Dominican officials and Implementing Partners (IPs); drafts technical documentation and analyses needed to develop strategy, obligate funds, award grants and contracts, and other funding mechanisms; represents the Mission in discussions and negotiations with IPs and other donors, the monitoring of ongoing programs, and preparing performance reports, briefing papers, concept papers, and other periodic documentation for USAID/Washington and other USG stakeholders; and, tracks overall Climate Change budget progress and funding priorities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through santodomingoresume@state.gov.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Master's Degree in Environmental Science/Studies, Urban Planning, Public Policy, International Development or related subject, is required.
2. Prior work experience: A minimum Five years of progressively responsible, professional-level experience in a climate change-related area demonstrating expertise in climate change science, impacts, and adaptive solutions is required. Experience is also required in one of the following fields: urban planning, municipal infrastructure development, water resources/hydrology, disaster risk reduction, marine/coastal resources management, finance/risk management (municipal, micro-finance, insurance, etc.), community organizing, and/or information and communications technology

applications. Experience must have provided the opportunity for performing program/project/activity design, program/project/activity planning, and/or project implementation work. At least two years of this experience in Project development-related work such as but not limited to project/activity monitoring and evaluation, particularly for climate change adaptation projects, and gender equality and inclusive development working for donor agencies, GoDR organizations, US or other International organization.

3. Language: Candidate must be fluent in both written and oral English (Level IV) and have a proven ability to communicate quickly, clearly and concisely, both orally and in writing, including the preparation of technical reports. Fluency in written and spoken Spanish (Level IV) is also required.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application (the three options are required):

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174),
2. A current resume or curriculum vitae, including the Dominican Cédula.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources
Attention: Sofia Dominguez

e-mail: santodomingoresume@state.gov

POINT OF CONTACT

Sofia Dominguez

Telephone: 809-368-7615

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS

August 8, 2014

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.